



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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(213) 974-1101
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DAVID E. JANSSEN
Chief Administrative Officer

November 28, 2005

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

DEPARTMENT OF HEALTH SERVICES REQUEST TO APPOINT SHARON GRIGSBY TO THE POSITION OF ADMINISTRATOR, SPECIALIZED HEALTH PROGRAM IN THE PUBLIC HEALTH BIOTERRORISM PROGRAM

Consistent with the County's policy on management appointments, the Department of Health Services (DHS) requests authority to promote Sharon Grigsby to the position of Administrator, Specialized Health Program, to serve as Executive Director, Public Health Bioterrorism Program, at an annual salary of \$138,110.04 (\$11,509.17 per month), placing Ms. Grigsby in the fourth quartile of the Salary Range, R-13, for this position. The requested salary represents a 10.67 percent increase from her current annual salary of \$124,791.72. This item is vacant and funded within the Department's 2005-06 Final Budget.

Ms. Grigsby currently serves as the Executive Director, Public Health Bioterrorism Preparedness Program, a position she has held from the onset of the Bioterrorism Preparedness Program in 2002. When the program began, DHS used the classification of Area Health Officer, already in their staffing ordinance, for the Executive Director position, until the Executive Director's duties and responsibilities could be more fully defined, as the program was implemented, and allocated by the Department of Human Resources (DHR). During 2004-05, DHR completed its review of the Executive Director position and allocated the position as Administrator, Specialized Health Program. That position is included in the DHS 2005-06 Final Budget, and DHS is now seeking to appoint Ms. Grigsby to that classification.

As Executive Director, Ms. Grigsby oversees a staff of 134 and, since 2002, has been responsible for ensuring Los Angeles County's successful planning, response and implementation of the program, funded by approximately \$24 to \$27 million annually from the Centers for Disease Control and Prevention, to respond to a bioterrorist attack, public health threat and/or emergency for the Los Angeles County Operational Area, including the health departments in the cities of Long Beach and Pasadena.

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This position also establishes leadership and direction for such prevention activities in the Los Angeles County Operational Area, including the two health departments in the cities of Long Beach and Pasadena Health Departments; is responsible for creating networks to address public health preparedness needs in the Los Angeles County Sheriff's Department, Los Angeles Police Department, and Office of Emergency Management organizations; and creates relationships with the City of Los Angeles Emergency Management department to plan and co-host training conferences and emergency exercises including public health scenarios. In addition, this position is responsible for establishing public health communications with the Disaster Medical Area Coordinators to train their organizations in a public health response for the 88 cities in the County operational area which includes negotiating sub-contracts for bioterrorism services for the health departments in Long Beach and Pasadena.

The Department indicates that Ms. Grigsby is highly qualified for this position, based on approximately 37 years of experience in the health industry, including extensive experience in community-based services, hospitals, mental health and public health. She also possesses specialized expertise in program development, health care reimbursement, financial management, team building and productivity enhancement, has been involved in policy development and legislative advocacy at the State and federal levels, and has served as Executive Director of the Public Health Bioterrorism Preparedness Program since 2002.

Based on the information provided by the Department regarding Ms. Grigsby's experience, we concur with their request to appoint her to the position of Administrator, Specialized Health Program at an annual salary of \$138,110.04 (\$11,509.17 per month).

In accordance with the policy on managerial appointments, unless otherwise instructed by your offices by December 9, 2005, we will notify the Department that they are authorized to proceed with the appointment effective December 12, 2005.

If you have any questions or concerns regarding this appointment, please call me or your staff may contact Sheila Shima of this office at (213) 974-1160.

DEJ:SS
JJ:bjs

Attachment

c: Executive Officer, Board of Supervisors
Director of Health Services
Director of Personnel

MANAGEMENT APPOINTMENT REQUEST

Candidate Name: Sharon Grigsby

Employee No.:

(Check one) NEW HIRE:

PROMOTION : X

FACILITY/PROGRAM

Provide organization chart & highlight the position – *Attach electronic copy of organization chart*

Organization chart is attached

Describe where the position fits into the management organizational structure:

The Administrator, Specialized Health Program, is within DHS Public Health and reports directly to Dr. Jonathan E. Fielding, Director of Public Health and Health Officer.

Describe the duties and responsibilities which reflect the scope and complexity of the position:

The Administrator, Specialized Health Program ensures Los Angeles County's successful planning, response and implementation of CDC's \$24 million program to respond to a bioterrorist attack, public health threat and/or emergency for the Los Angeles County Operational Area, including the two health departments in the cities of Long Beach and Pasadena. The Administrator, Specialized Health Program, has a primary responsibility to direct the \$24 million (26 job items) Centers for Disease Control and Prevention (CDC) grant program for Bioterrorism preparedness and response for the Department of Health Services for Fiscal Year 2002-2003, \$29 million (81 job items) for FY 2003-2004 and \$27 million (148 job items total) for FY 2004-2005; establishes leadership and direction for bioterrorism (BT) and other public health threats and emergencies in Los Angeles County Department of Health Services, including Long Beach and Pasadena Health Departments; creates networks to inject public health preparedness needs into LA County Sheriffs Department, Los Angeles Police Department, Office of Emergency Management organizations; and creates relationships with the City of Los Angeles Emergency Management Department to plan and co-hosts training conferences and emergency exercises including public health scenarios.

In addition, the position establishes public health communications with the Disaster Medical Area Coordinators to train their organizations in a public health response for the 88 cities in the County operational area which includes negotiating sub-contracts for bioterrorism services for the health departments in the cities of Long beach (\$1.1 million) and Pasadena (\$336,000); represents the Health Officer on the Countywide Terrorism Early Warning Group with LA Sheriff's Department Chief of Emergency Operations Bureau, and the Commander of LAPD Special Operations Bureau, Presidents of the Police Chiefs and Fire Chiefs Associations for the County, and the Emergency Medical Services Agency Director, a group that prioritizes and awards Homeland Security funds and representation assures Health a proportional share of funds and keeps health priorities visible in their respective agencies; serves on the State of California Joint Advisory Group representing the Health Officer in CDC and HRSA grant funding decisions statewide; leads development for the Medical Reserve Corps, receiving federal recognition from the Office of the Surgeon General, and enrolling 400 member volunteers to assist with mass clinics in a bioterrorist emergency; represents the Department of Health Services in presentations to Emergency Management Council and other government and community organizations; prepares the Los Angeles County Bioterrorism Plan for responding to incidents of bioterrorism, infectious disease outbreaks and other public health emergencies and threats; is responsible for bioterrorism health planning in the County, including oversight of the Public Health Strategic Plan, development of the All-Hazard Public Health Response Plan, including implementation of exercises & After Action Reports and development of the new \$2.6 million City Readiness Initiative requiring Countywide preparation of mass clinics to distribute antibiotics to all 10 million residents within 48 hours; and coordinates this project with the Emergency Medical Services Agency, the 88 cities within Los Angeles County, security organized through LA Sheriff and LAPD, CHP, FBI and US Marshalls, and with the United States Postal Service;

The Administrator, Specialized Health Program position also maintains oversight of Centers for Disease Control, Health Resources and Services Administration and HHS Office of Emergency Preparedness cooperative agreement funding for bioterrorism preparedness; is the Principal Investigator for this project and is directly accountable to Centers for Disease Control and Prevention for all grant related activities, expenditures and federal audits from the Office of Inspector General and the General Accounting Office. This entails negotiating and monitoring contractual requirements that are coordinated with the California State Bioterrorism Planning efforts and the sub-contracted cities of Long Beach and Pasadena. Activities include over \$6 million in strategic planning contracts, workforce assessment and risk communication contracts, information technology contracts and surveillance contracts with participating hospitals for the Reddinet system. Activities include consulting with and participating on the California State Bioterrorism Committee for continuity response, mitigation and recovery planning, and participating on the Countywide Emergency Management Council with the Departments of Internal Services, Department of Public Works, Chief Administrative Office, Sheriff, Department of Public Social Services and the Fire Department for public health emergency coordination.

The Administrator, Specialized Health Program, coordinates with respective agency heads to develop a plan of managing the National Pharmaceutical Stockpile (now called the Strategic National Stockpile Program) and other sources for mass distribution of antibiotics, vaccines and medical materials, which includes establishing sub-committees for Security, Logistics and Receipt, Storage & Staging of federal assets (i.e., medicines, life-sustaining equipment) delivered to the County of Los Angeles for a bioterrorist attack or other public health threat emergency; ensures the maintenance, enhancement and development of surveillance and epidemiological capacity for rapid detection of unusual illnesses or outbreaks, which includes negotiating contracts with Hospital Council of Southern California to include public health disease reporting needs into the Councils Reddinet emergency communications network in the 91 emergency hospitals throughout Los Angeles County; ensures core diagnostic capability (Cont.)

(CONTINUED) Describe the duties and responsibilities which reflect the scope and complexity of the position: __

in the Public Health Laboratory for rapid testing of possible biological agents used in a terrorist attack and communication among Level A, B, and C laboratories. Grant resources provide clinical and technical personnel for rapid detection of bioterrorist agents, and financed a new public health lab, initially denied by federal funders.

The Administrator, Specialized Health Program, coordinates the enhancement and/or development of a Health Alert Network/Communication and Information system over a secured Internet-based exchange to link public/private partners and mass media entities, is Chair of the BT Information Technology Committee with Deputy Director of County Department of CIO, and DHS Directors of Information Technology; coordinates a risk communication system with all appropriate agencies for timely information dissemination to the public regarding attacks, outbreaks and other threats and emergencies (This should include training key spokespersons, printed materials and linkages with the media); leads three team projects designed to bring bioterrorism information and planning to community groups, and to vulnerable populations such as the physically and mentally disabled and the linguistically isolated; assesses existing training needs and ensures appropriate training of public health professionals, emergency department professionals and other community healthcare providers related to bioterrorism and preparedness; implemented 40 hours of leadership training for 120 senior public health managers, two days of Incident Command System training for 160 senior managers and staff; and is implementing psychological resiliency training for all public health nursing staff to enhance their abilities to respond to work in a BT emergency.

Indicate the candidate's unique qualifications, special skills or abilities, work background or experience, etc.:

Sharon Grigsby is presently the Executive Director Public Health Bioterrorism Preparedness Program and has extensive experience in community-based services, hospitals, mental health, and public health. Ms. Grigsby also has special expertise in program development, health care reimbursement, financial management, team building and productivity enhancement, and policy development and legislative advocacy experience at State and federal levels. Ms. Grigsby is a proven leader in innovative health care delivery systems.

Ms. Grigsby has more than 22 years of Los Angeles County management experience having served variously as Associate Hospital Administrator and Chief Operating Officer at both Harbor/UCLA and Rancho Los Amigos Medical Centers; Principal Administrative Analyst and Team Leader at the Chief Administration Office; and within DHS as Health Service Program Analyst and as a Public Health Program Manager. Her County career was twice interrupted by employment at Cedars Sinai Medical Center as Assistant Director of Finance, and as President and Chief Executive Officer of the Visiting Nurse Association of Los Angeles, as well as consultant work for The Planning Group, inc., strategic planning group for California Hospital Medical Center, and Richard Heath and Associates relating to implementation of the Healthy Families Program. Ms. Grigsby is also a Clinical Professor at the USC School of Public Administration.

Provide the candidate's résumé or curriculum vitae – *Attach electronic copy*
CV is attached

Identify highest paid subordinate reporting to this position

Name: Dickson Diamond Employee #: Title: Physician Specialist, M.D.

Base Monthly Salary: \$9,723.00 Base Annual Salary: \$116,676.00

Calculated Annual Salary: \$131,857.44 (\$10,988.00 monthly, includes 3% Physician Addition Compensation, 5.5% Board Certifications, and 4% Psych Specialty bonuses)

Identify management position above the position requested

Name: Jonathan E. Fielding, M.D. Employee #: Title: Medical Director, PH, Director of Public Health & Health Officer

Base Monthly Salary: \$13,532.00 Base Annual Salary: \$162,384.00

Calculated Annual Salary: \$181,054.08 (\$15,087.84 monthly, includes 3% Physician Addition Compensation and 8.5% Medical Director bonuses)

■ HUMAN RESOURCES

Certify that the position is vacant and budgeted – *Attach Item Control*

YES NO

Designate amount of proposed monthly salary based on standard 5.5 increase and/or verify that requested salary is consistent with other managers in the department – *Attach County Employee's CWTAPPS Screens: JHST and JBON*

CURRENT BASE SALARY: Month: \$ 10,399.31 Annual: \$124,791.72 Range: R12, 4th Quartile

PROMOTION: Verify current salary of the individual for whom the request is being submitted, and designate the proposed salary and percentage increase over current salary.

PERCENTAGE INCREASE: 10.67%

PROPOSED SALARY: Monthly: \$11,509.17 Annually: \$138,110.04 Range: R13 Quartile: 4th

Provide listing of all internal equivalent positions within facility/program – *Attach electronic copy*

Verify that candidate is listed on the appropriate Certification List and is reachable – *Attach electronic copy*

YES X NO

SHARON GRIGSBY

Public Health
241 N. Figueroa Street, Room 208
Los Angeles, CA 90012

CAREER SUMMARY

Senior health care executive presently Executive Director Public Health Bioterrorism Preparedness Program. Extensive experience in community-based services, hospitals, mental health and public health. Special expertise in program development, health care reimbursement, financial management, team building and productivity enhancement. Policy development and legislative advocacy experience at State and Federal levels. A proven leader in innovative health care delivery systems.

PROFESSIONAL HISTORY

COUNTY OF LOS ANGELES, DEPARTMENT OF HEALTH SERVICES	2002-present
Executive Director, Bioterrorism Preparedness, responsible for all aspects of 30 million federal preparedness grants.	
	1999-2002
Area Health Officer, responsible for Public Health services and programs for 1.9 million residents of the San Fernando Valley.	
RICHARD HEATH AND ASSOCIATES	1998
Consultant, implementation of Healthy Families Program: Master Trainer	
THE PLANNING GROUP, INC	1997
Consultant, strategic plan for California Hospital Medical Center	
VISITING NURSE ASSOCIATION OF L.A., INC., Los Angeles, CA	1984-1996
President and chief executive officer of multi corporate, multi-site-not-for-profit home health agency with revenues of \$55 million and 1,600 employees serving 30,000 county residents annually.	
USC SCHOOL OF PUBLIC ADMINISTRATION, Los Angeles, CA	1979-Present
Clinical Professor	
Preceptor for master's students in health administration residency programs; guest lecturer.	
HARBOR UCLA MEDICAL CENTER, Los Angeles, CA	1982-1984
Associate Hospital Administrator and chief operating officer for 716-bed acute care teaching hospital with an annual operating budget of \$140 million and 3,000 employees.	
RANCHO LOS AMIGOS MEDICAL CENTER	1978-1982
Associate Hospital Administrator and chief operating officer of 687-bed USC teaching hospital specializing in rehabilitation, with annual operating budgets of \$90 million and over 2,000 employees.	
COUNTY OF LOS ANGELES, CHIEF ADMINISTRATIVE OFFICE	1977-1978
Principal Administrative Analyst and Team Leader, providing administrative, financial, management, and human resources direction for all L.A. County departments.	
CEDARS SINAI MEDICAL CENTER	1975-1977
Assistant Director of Finance at 1,120-bed private acute teaching hospital with over \$100 million in revenues; responsible for accounts payable, accounts receivable, data processing and management engineering, approximately 200 employees.	
COUNTY OF LOS ANGELES, DEPARTMENT OF HEALTH SERVICES	1966-1975
Director of Fiscal and Administrative Services, Mental Health	
	(1974-1975)
Responsible for 55 professional and technical staff and \$100 million in budget. Lobbied successfully for additional state resources: negotiated all community mental health contracts.	
Health Service Program Analyst, Administration	(1973-1974)

Responsible for budgets and financial analyses of county hospitals; designed physician payment systems; negotiated teaching agreement budgets with USC.

SHARON GRIGSBY

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Program Manager, Public Health

(1966-1973)

Administered federally funded public health projects in communicable disease control and maternal and child health; prepared budgets and negotiated funding levels with federal funders.

EDUCATION

National Public Health Leadership Institute

Institute for Community Leadership: Leadership Academy

UCLA, Executive Management Program, Anderson School of Business

Harvard University, Executive Management Program for Non-Profit Executives

UCLA Certificate in Health Care Reimbursement

California State University, Los Angeles M.B.A.

Occidental College, B.A. Cum Laude

Occidental International Fellow, Brussels

PROFESSIONAL ASSOCIATIONS

Visiting Nursing Associations of America

National Chairman, 1992-1993

Board of Directors, 1985-1996

National Association for Home Care

Board of Directors, 1985-1986

California Association for Health Services at Home

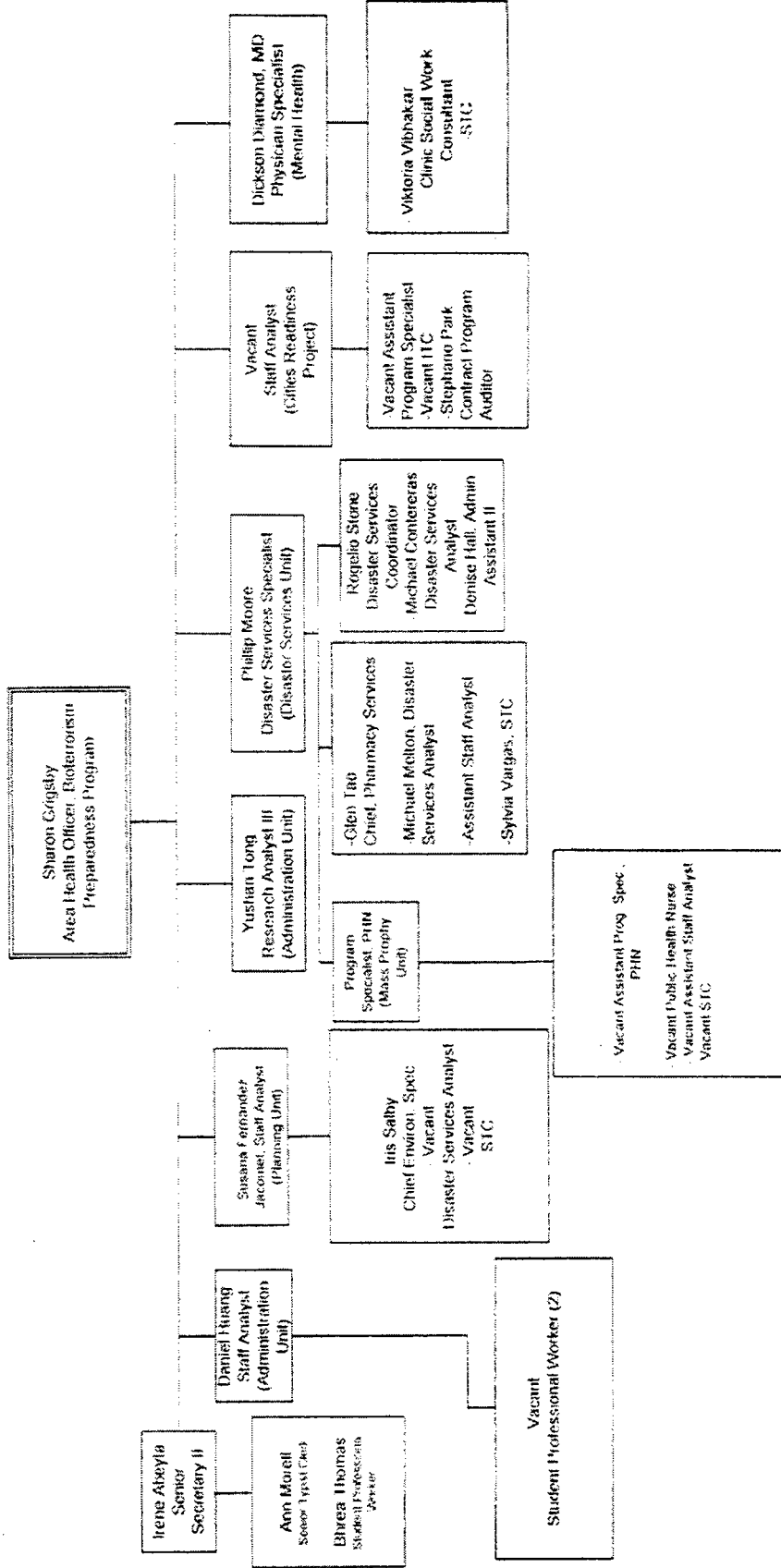
Board of Directors, 1986-1988

American Public Health Association

Organization of Women Executives

Los Angeles County Department of Health Services

Bioterrorism Preparedness Program



Sharon Grigsby

Sharon Grigsby
Executive Director

January 17, 2005

Jonathan E. Fielding

Jonathan E. Fielding, MD, MPH
Director of Public Health and Health Officer